

JOB ANNOUNCEMENT
Posting Date 12/9/2016
Legislative Research Commission
Webmaster
Office of Computing and Information Technology

The Legislative Research Commission is currently accepting applications for the position of **Webmaster**. The job duties and minimum requirements are as follows:

Job Duties: The job duties for the Webmaster position include, but are not limited to, the following:

- Maintain all LRC websites.
- Provide daily updates and creation of new pages.
- Create new websites when needed.
- Give website demonstrations / training.
- Maintain cross browser integrity.
- Periodic site redesigns that are aesthetically pleasing and easy to navigate.

Minimum Qualifications: Bachelor's degree in computer science or a related field.

Substitution: Experience in web design may substitute for the bachelor's degree on a year-for-year basis.

Candidates should have a strong knowledge of web standards, responsive design, browser capabilities and cross browser compatibility. Proficiency in HTML, CSS, Java Script and web design tools is preferable.

The individual selected for this position must have a positive attitude, strong work ethic, attention to detail, and be public service oriented with the ability to maintain a good rapport with LRC staff, state employees, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Application Deadline: Applications for this position must be submitted by the close of business December 19, 2016.

All persons meeting the minimum requirements and who are interested in this position are encouraged to submit by email a cover letter and current resume to LRCresumes@lrc.ky.gov and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Joy Kiser
Acting Assistant Director for Human Resources and Professional Development

Legislative Research Commission
700 Capitol Avenue, Capitol Room 64
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